



STATE OF WASHINGTON
DEPARTMENT OF EARLY LEARNING
P.O. Box 40970, Olympia, Washington 98504-0970

August 21, 2006

Dear Child Care Provider:

Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers (DSHS 22-877) has been revised and is available on line <http://www1.dshs.wa.gov/pdf/publications/22-877.pdf>. This booklet explains how to correctly bill for child care subsidy programs. Ask your child care licensor for a copy if you do not have Internet access.

As a reminder, you must have daily attendance records for all children in your care. Use the provider booklet and your attendance records to correctly bill DSHS for child care subsidies. We may ask you for copies of your attendance records if we have questions about your billing. For more details on attendance rules, ask your licensor or refer to the following WAC:

- Family home child care: WAC 170-296-0520
- Center child care: WAC 170-295-7030

You may use any kind of attendance form as long as it contains all the information listed in WAC. Enclosed is an example of a form you might use to record daily attendance. It is on the Internet at http://www1.dshs.wa.gov/word/ms/forms/10_375.doc.

Sincerely,

Carla Gira
Subsidy Policy Administrator

Enclosure

cc: Holly St. John
BJ Bailey